

## Secondary Education Degree Timeline – draft 10/2/08

<b><u>Progress Status</u></b>	<b><u>Preparation and Research Phase</u></b>		
Done	Prepare Proposal for Degree to BOT and Internal Approval	June – September, 2008	
Done	Conduct Market Research/Needs Analysis	June-September, 2008	
Done	Draft Program Requirements, Admission/Progression policies, course descriptions and syllabi		
	<b><u>Internal Approval Phase</u></b>		
Done	Academic Affairs – Present as informational for review again at November meeting	August, 2008	
Done	Strategic Planning Session (faculty, staff, students, Board, community members, other constituents) Present proposal prepared	September 22, 2008	Discuss PC mission, programs, who we are and what do we want to be? Do we remain health care based or diversify the College offerings? Look at mission statement and extended mission statement to determine applicability/change.
Done	Present Proposal to A&S Department	October 27, 2008	
Done	Present Proposal to Curriculum Committee	October 29, 2008	
Done	Approval of Faculty Assembly	November 3, 2008	
Done	Approval of Academic Council	November , 2008	
Done	Approval of VPAA	November , 2008	
Done	Approval of President	November , 2008	
Done	Recommendation by Academic Affairs Committee to BOT	Special Meeting	
Done	Approval of BOT	November 13, 2008	
	<b><u>South Dakota Department of Education Approval Phase</u></b>		
Done	File Application for New Program, SD State Board	November 17, 2008	Submit program objectives, mission, conceptual framework, curriculum, syllabi, faculty, library facilities, assessment matrix
In Progress	Submit Self-Study to SDDOE	January, 2009	

	SDDOE Site Visit	Summer, 2009	
	<b><u>HLC – NCA Approval Phase</u></b>		
	Prepare Change Request	Ongoing and in coordination with other phases	As per guidelines established in section 7.2 of Handbook
	Ask for Site Visit 2 months prior (can double dip with SDOE process)	Mid to Late Spring, 2009	
	Send Change Request to HLC evaluators	Late Summer 2009	Send one complete set of evaluation materials to each HLC team member and staff liaison
	Focused Visit HLC	Fall 2009	
	4-6 months after HLC visit	January – Feb, 2010	To HLC Board for final approval
	<b><u>PC Marketing and Promotion Phase</u></b>		
	3-6 month prior to initial semester	June, 2010	Begin Marketing Program for Fall 2010 start
	<b><u>TEAC Accreditation Phase</u></b>		
	Pursue TEAC Accreditation after full approval by SDDOE and HLC-NCA	Begin Fall, 2010 – Spring 2011	